IT Training — Office 2013 — Starts January

Office 2013 -- Excel

\# Multiple Excel workbooks can be opened at once

\# Recommends Chart and Pivot Table for your data

\# Chart Tools are at the side of each chart

\# Page Layout View lets you "act" on header/footer

Office 2013 -- Outlook

- Navigation is along the bottom instead of at the left
- Can type directly in the Reading Pane
- People (previously contacts) are more prominent
- Entire color scheme is brighter
- Compose Tool Tab opens for "Reply"
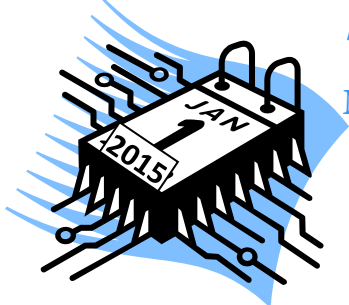
Office 2013 -- Word

- Insert Apps & Videos directly into your documents
- Right panes open as needed (Format Text, Spelling)
- Multiple Pages replaces Two Pages
- Comments can now be inserted from the Insert Tab

Office 2013 -- PowerPoint

- Video Tools are enhanced
- There is an eyedropper tool for color selection
- Format Background becomes a right pane
- Slide Size replaces Page Setup and Slide Orientation
- Presenter view is expanded

> "Progress is impossible without change, and those who cannot change their minds cannot change anything." George Bernard Shaw

Clues to ITT Classes

Train in Microsoft Office 2013

- Office 2013 courses start in January
- Register in MyMadison
- Call 8-8046 to ask about Prerequisites
- Assessments for 2013 Basic Excel, PowerPoint, Word available in January

Learn Office 2013 Essentials on your own schedule at:

Lynda.jmu.edu

sign in with your JMU eID & password

Upgrade to Office 2013

1. Go to your **START** menu and select

   >*All Programs*

2. Select: Microsoft System Center 2012

   >Configuration Manager

   >Software Center

3. Select **Microsoft Office 2013**

   >Install selected

   Restart may be required